

United States Environmental Protection Agency POSITION DESCRIPTION COVERSHEET	1. DUTY LOCATION New York, NY	2. POSITION NUMBER 00067983
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3. CLASSIFICATION ACTION:

Official Allocation	b. Title	c. Pay Plan	d. Series	e. Grade	f. CLC
	<i>Environmental Engineer (RPM)</i>	GS	819	14	001
4. Supervisor's Recommendation	Environmental Engineer (RPM)	GS	0819	14	

5. ORGANIZATIONAL TITLE OF POSITION (if any)	6. NAME OF EMPLOYEE Caroline Kwan-Appelman
7. ORGANIZATION (Give complete organizational breakdown)	e. Mega Projects Section
a. U.S. ENVIRONMENTAL PROTECTION AGENCY	f.
b. Region 2	g.
c. Emergency and Remedial Response Division	h. 290 Broadway, NY, NY
d. Special Projects Branch	i. Organization Code <i>90274600/RECC0000</i>

8. SUPERVISORY STATUS

- ☐ [2] **Supervisor or Manager.** Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards.
- ☐ [4] **Supervisor.** Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG.
- ☐ [5] **Management Official.** Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10).
- ☐ [6] **Lead.** Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system.
- ☐ [7] **Team Leader.** Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE.
- ☒ [8] **All Other Positions.** Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position.

9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor Michael Sivak, Chief Mega Projects Section	d. Typed Name and Title of Second-Level Supervisor Angela Carpenter, Chief Special Projects Branch
b. Signature <i>Michael Sivak</i>	c. Date 1/25/12
e. Signature <i>A. Carpenter</i>	f. Date 1.25.12

10. OFFICIAL CLASSIFICATION CERTIFICATION: I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

a. Promotion Potential <input checked="" type="checkbox"/> This position has no promotion potential <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:					
b. PSB Risk Designation <input type="checkbox"/> 1 Low <input checked="" type="checkbox"/> 2 Moderate <input type="checkbox"/> 3 High Security Clearance Required: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	c. Financial Disclosure Form <input type="checkbox"/> OGE-450 Required <input type="checkbox"/> OGE-278 Required <input checked="" type="checkbox"/> No financial disclosure forms required	d. "Identical, Additional" (IA) Allocation This position <input type="checkbox"/> may be IA'ed <input checked="" type="checkbox"/> may not be IA'ed <input type="checkbox"/> is limited to current incumbent	e. FLSA Determination <input type="checkbox"/> NONEXEMPT <input checked="" type="checkbox"/> EXEMPT* (*check exemption category) <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> Professional <input type="checkbox"/> Executive	f. Functional Classification Code 42	
g. Bargaining Unit <i>0012</i>	h. Check, if applicable: <input checked="" type="checkbox"/> Medical Monitoring Required <input checked="" type="checkbox"/> Extramural Resources Management Duties <i>25%</i> of time <input type="checkbox"/> This position is subject to random drug testing ()		i. Classifier's Signature <i>S/K. Crum</i>		j. Date 7/12/10

11. REMARKS

Position realigned to new org code

* Interdisciplinary - Classifiable as:
Environmental Engineer, GS-0819
Physical Scientist, GS-1301
or Life Scientist, GS-0401.

US OPM JFS for GS-0800, 11/2008;
US OPM JFS for GS-1300, 12/1997;
US OPM JFS for GS-0400, 9/2005.

3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position

	b. Title	c. Pay Plan	d. Series	e. Grade	f. CLC
Official Allocation	<i>Interdisciplinary Env Engr/ Scientist (RPM)</i>	GS	819/1301/401	14	001
4. Supervisor's Recommendation	Environmental Engineer/Environmental Scientist/Life Scientist	GS	819/1301/401	14	

5. ORGANIZATIONAL TITLE OF POSITION (if any)	6. NAME OF EMPLOYEE
7. ORGANIZATION (Give complete organizational breakdown)	<i>Caroline Kwan-Appelman</i>
a. U.S. ENVIRONMENTAL PROTECTION AGENCY	f.
b. Emergency & Remedial Response Division	g.
c. Director's Office	h. Employing Office Location New York, NY
d.	i. Organization Code <i>90274101</i>

8. SUPERVISORY STATUS
- ☐ [2] **Supervisor or Manager.** Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards.
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- ☐ [7] **Team Leader.** Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE.
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9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor <i>John E. La Padula, Deputy Director Emergency & Remedial Response Division</i>		d. Typed Name and Title of Second-Level Supervisor <i>Walter Mugdan, Director Emergency & Remedial Response Division</i>	
b. Signature <i>John E. La Padula</i>	c. Date <i>5/27/10</i>	e. Signature <i>John E. La Padula</i>	f. Date <i>5/27/10</i>

10. OFFICIAL CLASSIFICATION CERTIFICATION: I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

a. **Promotion Potential**
☒ This position has no promotion potential ☐ If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:

b. PSB Risk Designation <input type="checkbox"/> 1 Low <input checked="" type="checkbox"/> 2 Moderate <input type="checkbox"/> 3 High Security Clearance Required: <input type="checkbox"/> Yes <input type="checkbox"/> No	c. Financial Disclosure Form <input type="checkbox"/> OGE-450 Required <input type="checkbox"/> OGE-278 Required <input checked="" type="checkbox"/> No financial disclosure forms required	d. "Identical, Additional" (IA) Allocation This position <input checked="" type="checkbox"/> may be IA'ed <input type="checkbox"/> may not be IA'ed <input type="checkbox"/> is limited to current incumbent	e. FLSA Determination <input type="checkbox"/> NONEXEMPT <input checked="" type="checkbox"/> EXEMPT* (*check exemption category) <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> Professional <input type="checkbox"/> Executive
f. Functional Classification Code <i>42</i>		g. Bargaining Unit Code <i>7</i>	
h. Check, if applicable: <input checked="" type="checkbox"/> Medical Monitoring Required <input checked="" type="checkbox"/> Extramural Resources Management Duties (<i>550</i> % of time) <input type="checkbox"/> This position is subject to random drug testing ()		i. Classifier's Signature <i>Kim Kwan</i>	
		j. Date <i>7/12/10</i>	

11. REMARKS

May be filed as an Envr Engr 819; Physical Scientist 1301; Life Scientist, 401.

EPA Form 3150-1 (Rev 8/2009) Previous Versions are Obsolete

EXPD-10-57/1756

INSTRUCTIONS

I. ITEMS

- 1) DUTY LOCATION:** Show the geographical location of the position, e.g., Washington D.C., New York, NY, etc.
- 2) POSITION NUMBER:** To be completed by Human Resources Office or Shared Service Center.
- 3) CLASSIFICATION ACTION:** To be completed by Human Resources Office or Shared Service Center.
- 4) SUPERVISOR'S RECOMMENDATION:** Show the title service (GS, WG, etc) series and grade recommended by the supervisor.
- 5) ORGANIZATIONAL TITLE:** Indicate the organizational title of the position if any, e.g., Division Director, Team Leader, etc.
- 6) NAME:** Name of Employee. If vacant, indicate "vacancy."
- 7) ORGANIZATION:** Show the organizational designation of the position starting with the first subdivision under the EPA. Indicate the official organizational code for the lowest approved organization.
- 8) SUPERVISORY/MANAGERIAL DESIGNATION:** To be completed by immediate supervisor.
- 9) SUPERVISORY CERTIFICATION:** To be certified by the first and second line supervisors who are delegated the responsibility for assigning and reviewing work. Reference appropriate delegations, manuals, and guidelines for limitations on signatory authority. Approval by second line supervisors is not required if the immediate supervisor is an Assistant Administrator, Regional Administrator or Laboratory Director. Signing the position description is an important responsibility; any intentional false or misleading statement in this description or willful misrepresentation thereto is a violation of the law punishable by a fine of not more than \$10,000 or imprisonment of not more than 5 years, or both (18 U.S.C. 1001).
- 10) OFFICIAL CLASSIFICATION CERTIFICATION:** To be completed by Human Resources Office or Shared Service Center.
- 11) REMARKS:** To be completed by Human Resources Office or Shared Service Center.

II. ADDITIONAL INSTRUCTIONS

Type the duties and responsibilities of this position on plain bond paper and attach to this form.

For specific instructions on how to complete this form, please contact your Human Resources Office or Shared Service Center.

III. DISTRIBUTION

Original to official position description file in the Human Resources Office.
Copy to Official Personnel Folder (OPF)
Copy to Employee

Position Description
Life Scientist/Environmental Engineer/Physical Scientist
(Remedial Project Manager)
GS 401/0819/1301-14

INTRODUCTION

This position is located in one of the various branches within the Emergency and Remedial Response Division (ERRD) or within the immediate office of ERRD. The incumbent serves as a senior remedial project manager (RPM) with responsibility for planning, coordinating and managing or overseeing the largest and most complex CERCLA remedial actions which are often highly controversial and high profile with significant public and political interest. These mega sites require complex technical remedies costing in the range of tens-of-millions of dollars to hundreds-of-millions of dollars. The duties of this position include the application of expert knowledge of the provisions of the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA), as amended, and the National Oil and Hazardous Substances Pollution Contingency Plan (the NCP).

DUTIES

Directs remedial activities at the most complex Category IV hazardous waste sites for the purposes of identifying and measuring public health and environmental threats; identifying remedial alternatives through the conduct of Remedial Investigation/Feasibility Studies (RI/FS); and implementing remedies through the conduct of Remedial Designs and Remedial Actions (RD/RA). Performs the normal range of duties in the areas of contract management, PRP dealings, funds management, and documentation management, such as the Records of Decisions (RODs), administrative orders, and consent decrees.

Provides expertise in highly complex and/or controversial issues involving remedial sites. Acts as technical expert on design, construction and enforcement issues and is responsible for providing technical expertise and utilizing planning and coordination skills to expedite cleanup under the regional Superfund remedial process.

Coordinates with federal, state and local agencies to plan, implement and oversee investigations, analyses and cleanups at private sites, formerly used Defense sites, and federal facilities as required by CERCLA. Work includes responsibility for overseeing response actions performed by federal facilities and contractors, including the initiation of Superfund administrative enforcement actions and judicial procedures for federal facility National Priorities List (NPL) and formerly used Defense sites. Develops strategies to remedy problems associated with CERCLA and these sites.

Makes formal technical presentations before Agency management, other federal, state, and local agency officials, private industry, and public and private groups. Disseminates scientific/technical information through oral briefings, written documents, workshop/conference/seminar presentations, and/or public hearings to provide an understanding of significant technical issues related to a specific remedial program, function or activity. Conducts community relations activities at the most controversial Superfund sites where citizens may be openly hostile.

Provides advice to State and local agencies for various purposes, e.g., acquiring properties and easements necessary for remedial action, preparing the Statement of Work for State-lead sites, advising the States in the development of Federal-State cooperative agreements for State-lead sites, coordinating and drafting Superfund State Contracts with States, monitoring State actions and expenditure for assigned sites and providing preliminary guidance and advice to parties in identifying project objectives and constraints during the preparation and negotiation of the State cooperative agreement application.

Oversees or conducts PRP searches, provides officials with site specific and general hazardous waste procedures and methods testimony, depositions, discovery, and other assistance for site litigation for enforcement-lead sites; provides officials the necessary information in the development of cost-recovery actions; develops and assists Regional Counsel in implementing case management plans; provides assistance to other agency officials in negotiations with PRPs and monitors compliance of PRPs with consent decrees and administrative orders for response actions within statutory time frames; reviews and evaluates PRP qualifications to perform the response activity; initiates and coordinates necessary enforcement actions to rectify PRP noncompliance with administrative orders and consent decrees; and develops data bases to track and maintain PRP specific data for document exchange, correspondence tracking, volumetric ranking and nonbinding allocations of responsibility.

Directs, oversees, manages and evaluates contractor actions and expenditures for assigned sites. Controls funds obligated and schedules of agency and State-lead sites and the schedules of PRP-lead sites. Controls funds allotment by tracking funds obligated or deobligated or funds remaining, establishing time frames for major milestones and formulating, developing and preparing budget estimates for assigned sites for the coming fiscal year or years in coordination with management and States.

Directs, writes, oversees, reviews, approves and/or controls the schedule of technical, management, contractual and informational documents.

FACTORS

Factor 1, Knowledge Required By the Position

Level 1-8 (1550 Points)

Mastery of advanced concepts, principles and practices of Life Science, Physical Science or Environmental Engineering sufficient to serve as a recognized authority on all aspects of hazardous waste site cleanup and management. This would include conducting studies on site characterization in determining public and environment health risks, conducting evaluations for site remediation and design and selection of innovative alternatives for site design implementation that uses cutting edge technology. Position is assigned to the largest, most complex sites of the Region which require coordinated multimedia response. Incumbent has independent responsibility of these sites.

Knowledge and skill in assessing the impact and risk of hazardous and toxic waste on public safety and the environment.

Knowledge of Comprehensive Environmental Response, Compensation and Liability Act (CERCLA), the Superfund Amendments and Reauthorization Act (SARA), the National Contingency Plan (NCP), National Environmental Policy Act (NEPA), Resource Conservation Recovery Act (RCRA), Clean Water Act (CWA), Clean Air Act (CAA), Federal Facility Compliance Act (FFCA), Base Closure and Realignment Issues (BRAC), Hazardous waste regulations, and other environmental statutes.

Specialized safety training as required in order to meet field health and safety standards.

Expert level skill in establishing goals and assessing progress toward their achievement; and in adjusting work operations and program objectives to meet emergencies, changing programs, objectives, or production requirements within available resources and with minimum sacrifice of quality or quantity of work.

Expert skill in negotiation and persuasion techniques sufficient to explain and justify management's position, negotiate remedial cleanup responsibility with PRP's, negotiate agreements with federal and non federal agencies, contractors, PRP's, and industrial firms, and justify persuasively to media the Agency position in Superfund matters.

Skill in investigation techniques, analyzing complex situations, problems and legal issues, and making sound decisions based on conclusions.

Knowledge of contracts and procurement procedures and audit resolution requirements specific to the Superfund program and a comprehensive knowledge of budget, planning and information management practices.

Factor 2 – Supervisory Controls (Level 2-5 – 650 Points)

The supervisor provides guidance solely in the form of general legislative, mission, or policy directions and resource constraints. The engineer and/or scientist typically initiates new projects or activities independently and keeps the supervisor informed of progress in planning, coordinating, and implementing the work and resolving conflicts.

Recommendations and decisions of engineer and/or scientist are accepted as technically sound even though final approval may depend on formal action by higher-level management.

The engineer and/or scientist has the highest degree of independence in seeking optimum technical or policy solutions to problems in the light of current scientific and/or engineering developments. Completed work is broadly reviewed for adherence to mission or legislative direction and for assurance that broad policy or program objectives are fulfilled.

Factor 3 – Guidelines (Level 3-5 – 650 Points)

Guidelines are basic legislation and/or broadly stated agency regulations and policy statements. At this level the engineer and/or scientist is a recognized technical authority in the interpretation of such broad guidelines, and must exercise considerable judgment and ingenuity in interpreting and adapting guides that exist; in developing new and improved hypotheses, concepts, or approaches not previously tested or reported; and/or in developing new policies that have the potential to take the organization (and the affected public) in new directions. The ideas, methods and procedures developed are on the cutting edge of technology and often serve as precedents for other engineers and/or scientists, or policy-makers within or outside the agency.

Factor 4 – Complexity (Level 4-5 – 325 Points)

Assignments are of such breadth, diversity, and intensity that they involve many varied and complex features, and typically contain a combination of complex features that involve serious or difficult-to-resolve conflicts between engineering and/or scientific and management requirements. The work requires originating innovative scientific and/or engineering techniques, establishing criteria and standards applicable to a wide range of scientific and/or engineering problems and conditions, or developing new scientific concepts or approaches that advance the state-of-the-science.

Factor 5 – Scope and Effect (Level 5-5 – 325 Points)

The work includes the resolution of a broad range of critical or highly unusual engineering and/or scientific problems, development of innovative approaches or guides, or the determination of the effectiveness and validity of proposed or current policies and programs. The engineer and/or scientist serves as an expert advisor and consultant to officials and managers within or outside the agency on a broad range of engineering and/or scientific activities and broad policy issues.

Factor 6 – Personal Contacts

Personal contacts include a wide range of professional and administrative personnel throughout the agency, at other federal agencies, in state and local government, private industry, academia, environmental advocacy groups, and in some cases the media and elected officials.

Factor 7 – Purpose of Contacts (Level 3-D - 280 Points)

The purpose of contacts is to justify, defend, negotiate, or settle controversial and far-reaching matters through active participation in conferences, meetings or presentations. The persons contacted typically have diverse viewpoints, goals, or objectives, requiring the engineer and/or scientist to achieve a common understanding of the problem and a satisfactory solution by convincing others, arriving at a compromise, or developing suitable alternatives.

Factor 8 – Physical Demands (Level 8-1 -- 5 Points)

Work is usually of a sedentary nature except during regular and recurring field visits where there may be periodic walking, bending, climbing and stooping to inspect hazardous waste sites and related construction and treatment facilities.

Factor 9 - Work Environment (Level 9-2 -- 20 Points)

Work is usually performed in an office setting; however, during visits to hazardous waste sites and facilities, there may be regular and recurring exposure to conditions such as odors and airborne particulate matter, wastewater containing chemicals and bacteria, solid and hazardous wastes, noise operating equipment.

Position Risk Designation: Position is designated as Moderate Risk based on direct impact on human health; regulatory enforcement, extramural resources management, and representational functions.

Conditions of Employment:

Must meet on going specialized safety training requirements in order to meet field health and safety standards.

Position is covered by Medical Monitoring Program.

Extramural Resources Management Duties Checklist

This checklist must be used with all PDs to identify the percentage of time an employee is engaged in duties related to managing contracts, grants, cooperative agreements, and interagency agreements. For positions requiring performance of these duties for 25% or more of the employee's time, in addition to this checklist, such duties must also be described in the body (**major duties area**) of the PD.

Employee Information	Percentage of Time Spent on Extramural Resources Management
Name _____	_____ This position has no extramural resources management responsibilities.
Position Number _____	_____ Total extramural resources management duties occupy less than 25% of time.
Title <u>Environmental Engineer/Environmental Scientist/Life Scientist</u>	<input checked="" type="checkbox"/> Total extramural resources management duties occupy 25% to 50% of time. These duties are indicated below and described in the position description.
Series/Grade <u>GS/819/1301/401 - 14</u>	_____ Total extramural resources management duties occupy more than 50% of time. These duties are indicated below and described in the position description.
Organization <u>ERRD</u>	

When this checklist is used as an amendment to a position description, the following signatures are required:

Supervisor's Signature <u>[Signature]</u>	Date <u>5/27/10</u>
Personnel Specialist's Signature <u>[Signature]</u>	Date <u>7/12/10</u>

I. Contracts Management Duties

Pre-award:

- ☒ Plans Procurements
- ☒ Estimates Costs
- ☒ Obtains funding commitments
- ☒ Prepares procurement requests
- ☒ Writes statements of work
- ☒ Reviews statements of work
- ☐ Processes unsolicited proposals
- ☐ Responds to pre-award inquiries
- ☐ Participates in pre-award conferences
- ☒ Conducts technical evaluation of proposals
- ☐ Participates in debriefing/protests
- ☐ Other (lists) _____

Post-award:

- ☐ Prepares delivery orders
- ☒ Reviews contractor work plans
- ☒ Reviews contractor progress reports
- ☐ Monitors government-furnished property
- ☐ Monitors cost, management, and overall technical performance of contract after award

- ☒ Monitors management and performance of delivery orders/work assignments after award
- ☒ Defines scope of work for work assignments
- ☐ Approves payment requests of ACH drawdowns
- ☒ Manages cost-reimbursement contracts
- ☒ Reviews invoices
- ☒ Inspects and accepts deliverables
- ☐ Other (list) _____

Close-out:

- ☒ Writes reports on contractor performance, costs, and tasks performed
- ☒ Reconciles payments with work performance
- ☐ Closes-out payments
- ☐ Performs cost accounting
- ☒ Provides assistance to Contracting Officer in settling claims
- ☐ Other (list) _____

Percentage of Time Spent on Contracts Management

<25 %

Continued

Part 2. Grants/Cooperative Agreements Duties**Pre-application/Application:**

- ☐ Prepares solicitation for proposals
- ☐ Identifies potential grantees for area of program emphasis
- ☐ Makes initial determinations (whether project is procurement or assistance, whether agency has legal authority, whether applicant is eligible, whether funding is available, etc.)
- ☐ Provides administrative information to applicants
- ☐ Determines appropriateness of applicant's work plan/activities/budget and compliance with regulations and guidelines and negotiates changes with applicant
- ☐ Assists applicant in resolving issues in application
- ☐ For cooperative agreement, determines substantial Federal involvement and develops a condition for agreement
- ☐ Negotiates level of funding
- ☐ Conducts site visits to evaluate program capability
- ☐ Serves as resource to Selection Panel
- ☐ Informs applicants of funding decisions
- ☐ Other (list)

Award:

- ☒ Prepares funding package, including Decision Memorandum
- ☐ Obtains concurrences/approvals
- ☐ Reviews/concurs in completed document
- ☐ Establishes project file
- ☐ Other (list)

Project Management/Administration:

- ☒ Monitors recipient's activities and progress
- ☒ Reviews reports and deliverables and notifies recipient of comments
- ☒ Provides technical assistance to recipients

Part 3. Interagency Agreements Duties**Pre-Agreement:**

- ☒ Plans and negotiates work effort
- ☐ Estimates costs
- ☐ Obtains funding commitments
- ☒ Prepares commitment notice
- ☒ Writes or reviews scope of work
- ☒ Responds to pre-agreement inquiries
- ☒ Participates in pre-agreement conferences
- ☒ Coordinates with appropriate staff in developing Independent Government Cost Estimates (IGEs)
- ☒ Negotiates and ensures execution of Superfund State Contracts (Superfund only)
- ☒ Performs technical evaluation of work plan and budget
- ☐ Prepares funding package and obtains necessary concurrences
- ☐ Other (list)

Project Management/Administration:

- ☒ Reviews progress reports/financial reports

☐ Advises Grants Management Office of potential problems/issues☐ Participates in decisions/actions to ensure successful project completion and in decisions to impose sanctions☐ Approves payments requests or ACH draw downs☒ Reviews requests for modifications, additional funding, etc., and makes recommendations to Grants Management Office☒ Negotiates amendments☒ Reviews Cost/Price/Analysis for recipient contracts/change orders (Superfund only)☐ When necessary, recommends termination of the agreement☐ Resolves with Grants Management Office administrative and financial issues☐ Conducts periodic reviews to ensure compliance with agreement☐ Other (list)**Close-out:**☒ Certifies deliverables were satisfactory and timely☒ Provides assistance to recipients and Grants Management Office to ensure timely close-out☐ Reconciles payment with work performed☐ Notifies recipient of close-out requirements☐ Obtains legal assistance if necessary to resolve incomplete close-out☐ If project is audited, responds to issues and ensures recipient complies with audit recommendations☐ Other (list)**Percentage of Time Spent on Grants/Cooperative Agreements Management**

<10 %

☒ Monitors cost management and overall technical performance☒ Participates in decisions about project modification/termination☒ Conducts periodic review of Superfund State Contracts payments receipts (Superfund only)☐ Inspects and accepts deliverables☐ Other (list)**Close-out:**☒ Reviews final report☒ Decides on disbursement of equipment☒ Reconciles payments with work performed☐ Reviews Superfund State Contracts to ensure full reimbursement (Superfund only)☐ Certifies deliverables☐ Resolves close-out issues with Grants Management Office/other agency☐ Other (list)**Percentage of Time Spent on Interagency Agreements Management:**

<25 %



United States
ENVIRONMENTAL PROTECTION AGENCY
Washington, DC 20460

SF 52 Checklist

1756

SF 52 Request #: ERRD-10-57 Position Title/Series: GS/819/1301/401

Entry Grade(s)/Full Performance Level of Position: GS 14

Functional Title (e.g., On-Scene Coordinator, PO, RPM, Accountant): RPM +

DIRECTIONS: This form must be completed by the hiring official or supervisor for all personnel actions involving a change in position description (exceeding 180 days) and must be submitted along with the SF 52 Request for Personnel Action.

Is this position one of the following that has been predesignated? Yes ☒ No ☐

If you answered "Yes," please skip all remaining questions, sign and date the form.

- | | |
|--|--|
| <input type="checkbox"/> On-Scene Coordinator (High Risk) | <input type="checkbox"/> Contract Specialist (Moderate Risk) |
| <input checked="" type="checkbox"/> Remedial Project Manager (Moderate Risk) | <input type="checkbox"/> Grants Specialist-GS 12 and below (Low Risk) |
| <input type="checkbox"/> RCRA Corrective Action Officer (Moderate Risk) | <input type="checkbox"/> Grants Specialist-GS 13 and above (Moderate Risk) |
| <input type="checkbox"/> Inspector (Moderate Risk) | <input type="checkbox"/> Attorney (Moderate Risk) |
| <input type="checkbox"/> Criminal Investigator (High Risk) | <input type="checkbox"/> Deputy Division Director (High Risk) |
| <input type="checkbox"/> Grants Project Officer (Moderate Risk) | <input type="checkbox"/> Supervisor of High Risk Employees (High Risk) |
| <input type="checkbox"/> Contract Project Officer (Moderate Risk) | |

Directions for Questions 1-13: Answer all "Yes/No" questions. For questions answered "Yes," check all items that apply. Where explanation is requested, attach additional pages if needed.

(1) Requires access to classified or sensitive information or materials: Yes ☒ No ☐

- | | |
|---|---|
| <input type="checkbox"/> Secret | <input type="checkbox"/> Other information that if compromised could cause harm |
| <input type="checkbox"/> Top Secret | <input type="checkbox"/> Audits |
| <input type="checkbox"/> Personally identifiable information | <input type="checkbox"/> Investigations |
| <input type="checkbox"/> Proprietary information | <input type="checkbox"/> EPA's financial resources/records |
| <input checked="" type="checkbox"/> Confidential business information | |

Hazardous or dangerous material (nuclear, biological, or chemical) Yes ☒ No ☐

What hazardous materials are involved? Dependent on contamination at site.

(2) Makes final decisions or authoritative recommendations, including ones that may have a direct effect on health and safety: Yes ☐ No ☒

(3) Supervision level received:

- ☐ Close supervision
☒ General supervision
☐ Administrative only

Work is reviewed:

- ☒ While in progress
☐ Only after completion

Administrative controls are in place: Yes ☒ No ☐

What are they? Approval by higher level of authority +

(4) Obligates the Agency to take action or to spend funds. Yes ☐ No ☒

What actions? _____

What amount of funding? _____

What is the financial limit? _____

SF 52 Request#: ERRD-10-57

(5) Interacts with external contacts in performing duties, and/or represents the Agency to external organizations or citizens:

Yes ☒ No ☐

Communicates with:

- ☒ Individuals
- ☒ Government-wide audience
- ☐ Audience beyond government

Communication products involved are:

- ☒ Technical or policy reports
- ☒ Documents containing sensitive information
- ☒ Outreach or public relations material
- ☒ Material posted on the EPA intranet or website

(6) Makes policy: Yes ☐ No ☒

(7) Protects critical infrastructure systems/programs, such as water treatment or other utilities and telecommunications:

Yes ☐ No ☒

What is involved? _____

(8) Directly enforces health regulations and/or protects public safety: Yes ☐ No ☒

(9) Investigates or audits government/other personnel, programs and activities: Yes ☐ No ☒

What personnel, programs and/or activities are involved? _____

(10) IT position that creates, programs, administers, or protects government information technology systems, databases or infrastructure: Yes ☐ No ☒

(11) Requires credentials: Yes ☐ No ☒

(12) The scope of this position is:

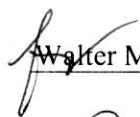
- ☒ Local
- ☒ Regional
- ☐ National
- ☐ Global

The impact/potential harm this position could cause would be:

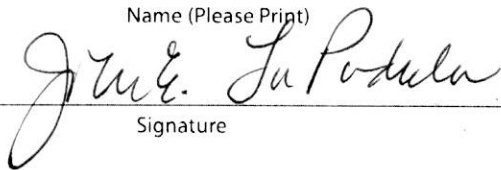
- ☒ Internal to EPA
- ☐ Government-wide
- ☐ Beyond the government

(13) Other unique or critical characteristics/duties/requirements not covered above? Yes ☐ No ☒

Explain what they are: _____

 Walter Mugdan

Name (Please Print)



Signature

Director, ERRD

Title

5/27/10

Date

PSB Use Only

Risk Designation:

POSITION EVALUATION SUMMARY WORKSHEET

Title, Series, Grade Assigned: GS-819/401/1301 (RPM)-14
Professional Work in the Engr and Architecture Group,
0800 Nov/08; Natural Resources Mgmt and Biological
Position Classification Standard(s) Used Sciences Group, 0400, 09/05; Physical Science Group,
in Classifying the Position: GS-1300 HRCD-4 12/97
Organization Region 2, ERRD, Four vacancies located throughout
ERRD

Evaluation Factors Standards Used	Factor Level Used (FL#, etc.)	Points Assigned	Comments
1. Knowledge Required by the Position	1-8	1550	1-8 level describes duties requiring advanced knowledge sufficient to apply experimental theories or new applications or developments; ability to resolve unique or novel problems and conditions, and significantly alter standard practices. Incumbent also provides expert advice to senior colleagues and agency officials responsible for broad program operations. This position clearly meets this level
2. Supervisory Controls	2-5	650	Supervisor provides guidance solely in the form of mission or policy directions, and resource constraints. Work is initiated independently and reviewed only for adherence or legislative direction and assurance that program objectives are fulfilled.
3. Guidelines	3-5	650	Top agency management and senior staff recognize the employee as a technical expert in the development and interpretation of professional guidelines.
4. Complexity	4-5	325	
5. Scope and Effect	5-5	325	
6/7 Personal Contacts and Purpose of Contacts	3D	280	Contacts involve consultants, contractors and media representatives from outside the agency. Incumbent must justify, defend and negotiate agency positions which are frequently controversial and involve differing viewpoints.
8. Physical Demands	8-1	5	The work is primarily sedentary.
9. Work Environment	9-2	20	The work may involve regular and recurring exposure to toxic substances found at the remedial sites. Safety gear is often required.

SUMMARY	Total Points	3805	
	Grade Conversion	14	

Bus Code: 0012
FLSA: Exempt

Kim Brown 7/12/10
HR Specialist (Classification)

Risk Designation: Unnamed SF 52 Number ERRD 10-57

Personnel Security

to:

Kim Crum

07/14/2010 03:45 PM

Cc:

John LaPadula, Deirdre Overbey, SSC_RTP_PSB

Show Details

Dear Kim Crum,

The Personnel Security Branch (PSB) has designated the position on unnamed SF 52 number ERRD 10-57 as Moderate Risk. The SF 52 was received by PSB on 12-Jul-2010 and processed on 14-Jul-2010.

The position requires an MBI - Minimum Background Investigation at a cost of \$591.

If you have questions, please contact the PSB office at 202-564-7912.

Sincerely,

Jon Ross, Acting Chief
Personnel Security Branch

90271000
RPA 14

POSITION DESCRIPTION (Please Read Instructions on the Back)

Reason for Submission <input checked="" type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment Explanation (Show any positions replaced)		3. Service <input type="checkbox"/> New <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field <input checked="" type="checkbox"/> Other	4. Employing Office Location	5. Duty Station	1. Agency Position No. 63037
7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input checked="" type="checkbox"/> Employment and Financial Interest		9. Subject to IA Action <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position Is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input checked="" type="checkbox"/> 1--Non-Sensitive <input type="checkbox"/> 3--Critical <input type="checkbox"/> 2--Noncritical Sensitive <input type="checkbox"/> 4--Special Sensitive	
13. Competitive Level Code 00)		14. Agency Use			

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. Office of Personnel Management						
b. Department, Agency or Establishment	Environmental Engineer (RPM)	GS	819	13	MS	10-1-09
c. Second Level Review						
d. First Level Review						
e. Recommended by Supervisor or Initiating Office	Environmental Engineer	GS	0819	13		

16. Organizational Title of Position (if different from official title) Environmental Engineer	17. Name of Employee (if vacant, specify) Caroline Kwan-Appleman
--	--

18. Department, Agency, or Establishment US Environmental Protection Agency R2	c. Third Subdivision
a. First Subdivision Emergency & Remedial Response Division	d. Fourth Subdivision
b. Second Subdivision Special Projects Branch	e. Fifth Subdivision 902 74101

9. Employee Review-This is an accurate description of the major duties and responsibilities of my position.

20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that

this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor Angela Carpenter, Chief, ERRD/SPB Signature A. Carpenter Date 9-10-09	b. Typed Name and Title of Higher-Level Supervisor or Manager (optional) Walter Mugdan, Director, ERRD Signature Walter Mugdan Date 9/11/09
--	--

21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

Typed Name and Title of Official Taking Action HR Specialist (classification) Signature Henry Green Date 10-1-09	22. Position Classification Standards Used in Classifying/Grading Position Prof. work in the Eng. & Arc. Group GS-800; 11/08
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23. Position Review	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

24. Remarks

FPL 13	Bus 0012	FC 42
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25. Description of Major Duties and Responsibilities (See Attached)

MP

Remedial Project Manager GS-13

INTRODUCTION

Serves as Superfund remedial project manager (RPM) in the Emergency and Remedial Response Division implementing the provisions of the Comprehensive Environmental Response, Compensation and Liability Act, as amended, and the National Oil and Hazardous Substances Pollution Contingency Plan (the NCP). The incumbent plans, coordinates and manages or oversees CERCLA remedial actions and associated activities for hazardous waste sites identified on the National Priorities List. As the federal official responsible for coordinating, monitoring or directing remedial actions and related activities in order to protect the public health, welfare or the environment, RPMs manage EPA lead cleanups, monitor state-lead cleanups or oversee PRP cleanups. RPMs work on multi-media issues, addressing environmental concerns involving unprecedented combinations of contaminants. In this capacity RPMs:

- ☐ identify and analyze appropriate legal, management, land use and scientific/engineering data;
- ☐ conceptualize and recommend response actions;
- ☐ direct and manage contractors;
- ☐ coordinate the varied contributions of other Federal, state and local officials;
- ☐ keep the public and other interested parties informed;
- ☐ assist in the identification of, and negotiation with, parties responsible for the hazardous waste site;
- ☐ and ensure public and worker safety.

RPMs also:

- ☐ manage the expenditure of large sums of money;
- ☐ generate, review, and retain all necessary documentation about the planning, decision making and response activities;
- ☐ contribute to EPA Regional and Headquarters accountability and information management systems;

- ☐ and participate on appropriate Regional and Headquarters developmental policy or training activities.

DUTIES

1. Supervisor outlines objectives and resources available. Employee and supervisor develop deadlines, projects and work to be done. Employee plans and carries out assignment, resolves most conflicts, interprets policy on own initiative in terms of established objectives, but keeps supervisor informed of progress, potentially controversial matters, or far reaching implications. Responsible and accountable for assessing CERCLA hazardous waste sites encompassing the full scope of complexity (Site Categories IV, III, II, I) for the purpose of identifying and measuring public health and welfare and environmental threats; identifying remedial alternatives; and recommending and implementing remedies. Guidelines for Category IV sites are minimal and employee must exercise experienced judgment in selecting resources and remedies. This involves;
 - ☐ ~~Collecting and analyzing data peculiar to field sampling and historical site data;~~
 - ☐ Conducting site inspections;
 - ☐ Determining nature and extent of contamination and pathways of exposure;
 - ☐ Ensuring that treatability studies are incorporated into the Remedial Investigation/Feasibility Studies (RI/FS) process when appropriate;
 - ☐ Identifying and evaluating whether technologies are available; if not, how to proceed and if so, which technologies are most likely to be applicable or adaptable to site-specific conditions;
 - ☐ Analyzing data collected at various phases of the project and adjusting project plans as necessary in response to the findings;
 - ☐ Ensuring that the remedial design and remedial action are consistent with previously established guidelines and justifying any deviations from guidelines to support exceptions;
 - ☐ Identifying applicable or relevant and appropriate requirements (ARARs) in coordination with Regional Counsel, State and other appropriate parties, and ensuring that all activities conducted on-site comply with all applicable or relevant and appropriate Federal, State and local laws and regulations;

Establishing data quality objectives;

- ☐ Developing site management plans including goals, objectives, anticipated problems and alternative strategies;
- ☐ Directing and/or overseeing construction actions to ensure consistency with approved design;
- ☐ Identifying and evaluating whether certain activities, (e.g., removals, operable units, etc) should be undertaken sooner than others;
- ☐ Overseeing or coordinating with an OSC on the implementation of non-time critical removals;
- ☐ Ensuring technical soundness of remedial efforts accomplished by contractors, States and potentially responsible parties (PRPs); and
- ☐ Conducting the final site construction inspection; and coordinating the transition to State or responsible party operation and maintenance.

2. Coordinates, compels and oversees the contributions of other Federal, State and local officials and PRPs where appropriate. This includes: organizing support teams consisting of other agency and program officials, representatives from State and local governments, and others as necessary to provide advice, counsel or other assistance by use of existing agreements or creation of new agreements; planning and conducting site-related meetings; coordinating with removal program officials in cases where removal actions are warranted; and overseeing State and PRP operation and maintenance efforts.
3. Provides advice to State and local agencies for various purposes; e.g., acquiring properties and easements necessary for remedial action, advising State Project Officers in preparing the Statement of Work for State-lead sites, advising the States in the development of Federal-State cooperative agreements for State-lead sites, coordinating and drafting Superfund State Contracts with States, monitoring State actions and expenditure for assigned sites and providing preliminary guidance and advice to parties in identifying project objectives and constraints during the preparation and negotiation of the State cooperative agreement application.
4. Oversees or conducts PRP searches, provides officials with site specific and general hazardous waste procedures and methods testimony, depositions, discovery, and other assistance for site litigation for enforcement-lead sites, provides officials the necessary information in the development of cost recovery actions; develops and assists Regional Counsels in implementing case management plans; provides assistance to other agency

officials in negotiations with PRPs and monitors compliance of PRPs with consent decrees and administrative orders for response actions within statutory timeframes; reviews and evaluates PRP qualifications to perform the response activity; initiates and coordinates necessary enforcement actions to rectify PRP non-compliance with administrative orders and consent decrees; and develops data bases to track and maintain PRP specific data for document exchange, correspondence tracking, volumetric ranking and nonbinding allocations of responsibility.

5. Based on mastery of Superfund contracting principles, practices, and procedures, and application and adaption of these and other oral or written administrative and technical guidelines if available or applicable, directs, oversees, manages and evaluates contractor actions and expenditures for assigned sites. This involves: developing Statements of Work for work assignment requests for a variety of purposes; ensuring that field activities are implemented according to work plans and supplemental plans; monitoring, reviewing and evaluating contractor's performance to ensure quality of deliverables and activities and that work or tasks have been performed, and taking corrective action where warranted; preparing various performance reports on contractor's performance on assigned sites for the Performance Evaluation Board; requesting and/or participating in audits of contractor's performance in cases where warranted; initiating, reviewing and approving change orders for fund-lead sites; and negotiating and approving proposed and final budget estimates and scopes of contractor work plans.
6. Directs, monitors and/or oversees and/or controls funds obligated and schedules of agency and State-lead sites and the schedules of PRP-lead sites. This requires controlling funds allotment by tracking funds obligated or deobligated or funds remaining, establishing timeframes for major milestones and formulating, developing and preparing budget estimates for assigned sites for the coming fiscal year or years in coordination with management and States.
7. Directs, writes, oversees, reviews, approves and/or controls the schedule of technical, management, contractual and informational documents. This involves preparing and/or reviewing records of decision (ROD), the documents which outline the alternative remedies and which identify and justify the selected remedy; coordinating the ROD approval process in accordance with Regional commitments; directing and/or developing PRP administrative orders, consent decrees and associated technical documents; reviewing removal action memoranda when removals are required at assigned site; developing or coordinating development with the OSC of the Engineering Evaluation/Cost Analysis for non-time critical removals at assigned sites; initiating and preparing interagency agreements with other Federal agencies for submission to and approval by agency regional or headquarters senior officials; initiating drafts of, and ensuring effective adherence to Superfund memoranda of agreement; preparing and negotiating DeMinimis' agreements and/or mixed funding agreements, administrative settlements in conjunction

with counsel; and writing remedial action reports and close out reports.

8. Maintains community relations as related to site assignments by: ensuring that the public participation process is followed; conducting public meetings in potentially hostile and politically sensitive situations; speaking to the media sometimes on an ad hoc basis; preparing and distributing informational pamphlets; and responding to verbal and written inquiries, etc., in coordination with agency, State and local community relations officials and coordinating the implementation of technical assistance grants to localities.
9. Participates in and directs Regional special projects, work groups, task forces and panels on issues of Regional importance and participates in workgroups on National or cross-Regional issues such as procedures for managing certain types of sites, chemicals and/or geographical features; provides leadership of these groups within areas of expertise; and advises other RPMs on project management and technical issues.
10. Facilitates information exchange through technology support project forums, national organizations, national conferences, etc; participates in job relevant training as a developer or instructor; and writes, presents or publishes technical/programmatic papers.
11. Performs such other various duties as the following:
 - a. Coordinates the site deletion process and establishes deletions dockets.
 - b. Creates, maintains, documents and certifies site files and the Administrative Record.
 - c. Responds to requests for information submitted through the Freedom of Information Act as well as those from PRPs, and other correspondence (e.g., congressional inquiries).
12. Other duties as assigned.

Factor 1. Knowledge Required by Position Level 1-8 (1550 Points)

- ☐ Knowledge of concepts, principles and practices of environmental engineering or science that enables the employee to function as an expert and investigate the most complex precedential and high profile hazardous waste sites, such as Love Canal, and associated facilities.
- ☐ Knowledge and skill to apply and adapt engineering or scientific practices, technologies and methods to the development and evaluation of appropriate remedial actions at such hazardous waste sites.

- ☐ Knowledge of project manager oversight of contractor efforts associated with a major site.
- ☐ Knowledge of professional engineering or scientific concepts, principles and practices applicable to remedial construction and treatment projects for hazardous waste sites and how they may be adapted to the unique requirements of a highly complex and precedential site.
- ☐ Familiarity with the related scientific and engineering fields (e.g. hydrogeology, chemical engineering) and the capacity to adapt practices from these fields where relevant guidance is lacking in the specialty area.
- ☐ Skill in communicating with technical and legal personnel, state and local officials, members of the affected public and elected representatives who may have other interests to advance and who are extremely interested in the problems of the site.

Factor 2. Supervisory Controls Level 2-4 (450 Points) ✓

Supervisor makes assignments in the form of project manager responsibility for specific uniquely difficult sites ~~together with functional responsibilities and broad overall objectives,~~ policies, and deadlines or priorities. The employee works with a degree of independence from technical supervision by planning own work, coordinating with other scientists and engineers, and carrying assignments through to completion. Assignments are performed independently with considerable latitude for the exercise of judgement in resolving remedial project problems. Controversial issues, or matters that affect policy are resolved with the supervisor who provides additional guidance and instruction; however, the incumbent is sometimes required to respond to controversial issues on the spot, without reference to higher authority. Decisions, recommendations and commitments are generally accepted as technically accurate. Completed work is reviewed in broad terms for compliance with agency policies and effectiveness regarding site improvement.

Factor 3. Guidelines Level 3-4 (450 Points)

Guidelines consists of scientific and engineering manuals and publications; textbooks; congressional acts; local, state and federal regulations and statutes; agency policy and program directives; and publications of professional societies. Such guidelines are often not applicable. The employee is expected to select, apply and deviate from traditional scientific and engineering methods and practices of environmental protection as required either by nature of the needs or the nature of problems encountered. Judgement and originality are required to correlate theoretical considerations with actual experience and to evolve practical compromises, and to develop guidelines applicable to the unique requirements of the site which may be utilized by others at other similarly demanding sites.

Factor 4. Complexity Level 4-5 (325 Points) ^u

Assignments involve the investigation and remediation of the most complex hazardous waste

...ces and related problems. Individual projects for investigation, study, design, and construction and treatment facilities include several complex features that vary from one site to another. Incumbent applies sophisticated engineering or scientific judgement on a continual basis and makes innovative judgements to resolve such complex features as conflicting economic, environmental and jurisdictional issues.

Factor 5. Scope and Effect Level 5-5 (325 Points)

The purpose of the work is to ensure implementation of adequate remedial projects at the most severe hazardous waste sites. Involved are technical and administrative issues which must be addressed and resolved with various government officials, industry and consulting firm engineers, and the public. The employee serves as coordinator and point of contact for the cleanup project with persons outside the agency. The employee's recommendations and decisions impact agency, state and local programs, and environmental objectives, and may be used in the future at similar sites.

Factor 6. Personal Contacts Level 6-3 (60 Points)

Personal contacts include a variety of officials and elected representatives, executives, managers and professionals (engineers, scientists, technical specialists and attorney's) representing federal, state and local governments, industrial and consulting firms, contractors and the public.

Factor 7. Purpose of Contacts Level 7-3 (120 Points)

Personal contacts are made to obtain, review and provide information, discuss problems and proposed solutions resolve differences, explain decisions rendered and verify commitments. Sites handled typically generate a high level of interest and substantial controversy.

Factor 8. Physical Demands Level 8-1 (5 Points)

Work is usually of a sedentary nature except during regular and recurring field visits where there may be periodic walking, bending, climbing and stooping to inspect hazardous waste sites and related construction and treatment facilities.

Factor 9. Work Environment Level 9-2 (20 Points)

Work is usually performed in an office setting; however, during visits to hazardous waste sites and facilities, there may be regular and recurring exposure to conditions such as odors and airborne particulate matter, wastewater containing chemicals and bacteria, solid and hazardous wastes, noise operating equipment.

Total Points - 3305

3205

SF 52 Number 09-95/1349 Processed

Jim Spates to: Scotty Hawkins

11/02/2009 02:50 PM

Cc: James Feeley, Barbara Cunningham-R2, Angela Carpenter

SF 52 Number 09-95/1349 Processed

63037

902 74101

02-Nov-2009

Dear Scotty Hawkins,

The security requirements have been met for SF 52 number 09-95/1349, for Caroline Kwan-Appelman. The SF 52 was received by the Personnel Security Branch (PSB) on 06-Oct-2009 and processed on 02-Nov-2009. The position was designated as Moderate Risk. If you have questions, please contact the PSB office at 202-564-7912.

Sincerely,

Jon Ross, Acting Chief
Personnel Security Branch